



# Position Description

POSITION OVERVIEW			
TITLE	Head of Middle School (Year 7 - 9)		
TIME ALLOWANCE	0.7 FTE		
COMMENCEMENT DATE	1 January 2021	TENURE	1 year
REPORTS TO	This position is part of the <i>College Leadership Team</i> and reports to the Principal		

## GENERAL EXPECTATIONS

Blakes Crossing Christian College teaching staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2020, as amended from time to time.

Staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with College policy, rules and expectations.

## POSITION SUMMARY

The Head of Middle School role is a senior leadership position within Blakes Crossing Christian College and is responsible for:

- Management and leadership of staff within the Middle School (Year 7-9) sub-school
- Strategic Planning, with a middle years' focus in collaboration with the members of the College Leadership Team
- Curriculum and teaching and learning oversight for the middle years
- Educational leadership in collaboration with the Head of Diverse Learning and the other Heads of School
- Recruitment and staffing in collaboration with the Principal
- Pastoral Care of staff (Year 7-9) including the Staff Appraisal process (including Primary specialist staff)
- Work with the College Leadership Team to develop a college wide Coaching and Professional Learning Strategy for teachers
- Oversight of student Pastoral Care program in collaboration with Pastoral Care/Class teachers
- Oversight of student wellbeing and behaviour education processes
- In collaboration with other Heads of School, the Wellbeing Coordinator (Year 7-12) and Chaplains address and manage student wellbeing issues
- Oversight of standardised testing (in collaboration with the Head of Diverse Learning)
- End of Year Presentation Night and Awards
- Parent and community relations and communications
- Update the Middle School Student/Parent Handbook
- Teaching and other duties as negotiated (teaching load up to 0.3FTE)

REPORTING/WORKING REALATIONSHIPS	<ul style="list-style-type: none"><li>• Principal</li><li>• Members of the College Leadership Team</li><li>• Relevant teaching staff</li></ul>
LINE MANAGEMENT RESPONSIBILITIES	<ul style="list-style-type: none"><li>• Middle School teaching staff (Year 7-9)</li><li>• Middle School specialist teachers</li></ul>

## DUTIES & RESPONSIBILITIES

### College Leadership

- Represent the College in a professional manner at all times in line with the vision, mission and values of the College
- Deputise for the Principal as and when required
- Build and maintain positive and professional relationships with colleagues, student, parents and the wider community
- Participate fully in the life of the College
- Act as line manager for Middle School (Year 7-9) teaching staff and Middle School specialist teachers
- Engage with stakeholders to provide excellent leadership in collaboration with the College Leadership Team
- Work in collaboration with the College Leadership Team to develop the College Strategic Plan
- Analyse and evaluate the impact and effectiveness of the College in relation to the current Strategic Plan
- In collaboration with the College Leadership Team support teachers with the development of their PLP (Professional Learning Plan)
- In collaboration with the College Leadership Team identify and plan for whole of College professional learning programs
- Involvement in organising staff related events as required
- In collaboration with the HR Manager oversee child protection procedures and policies

### **Subschool Leadership**

- Engage with staff and leadership to ensure the wellbeing of staff is managed in line with College policies and procedures
- Conduct new teaching staff inductions
- Ensure staff are aware of school policies and procedures
- Program and lead subschool staff meetings
- Oversight of the subschool calendar, liaising with other staff, approving excursions and camps, coordinating parent/teacher interview evenings, diagnostic testing, NAPLAN testing etc
- Oversee the teaching and learning budget for the middle school classes
- Oversee student stationery lists for middle school classes to ensure all students are provided with adequate stationery supplies
- Provide guidance for staff to identify and pursue professional learning needs in line with their Professional Learning Plan
- Coordinate and oversee teaching staff mentors
- Coordinate transition visits for students about to attend the College
- Involvement in organising staff related events as required

### **Teaching and Learning**

- Engage with staff to ensure learning needs requirements and processes of the College are followed
- Take a lead role in the direction of curriculum by engaging with the College Leadership Team and subschool teaching staff
- Ensure the College is meeting the requirements of the Australian Curriculum
- Ensure that curriculum documentation reflects the pedagogical focus of the College (eg Transformation by Design)
- Working collaboratively with the College Leadership Team in the development of teaching pedagogy
- In collaboration with the College Leadership Team participate and actively engage in curriculum development and implementation, to help ensure continuity and appropriateness from one year and one subschool to the next

### **Staff Coaching and Mentoring**

- Support teacher development through facilitating professional and reflective conversations
- Engage teachers in collaborative preparation and planning
- Demonstrate high level, classroom teaching skills; knowledge of curriculum and pedagogy and; coaching and leadership skills.
- Work closely with the College Leadership team to build staff capacity around highly effective student learning and pedagogy, and the College's Strategic Plan.
- Assist staff in the use of data to inform teaching practice, developing plans for differentiated instruction and developing effective pedagogy with the aim of improving student engagement and learning outcomes
- Help orient teachers into the culture of the College and its community
- Undertake some modelling, scaffolding and coaching where necessary
- Provide written and/or oral feedback on teaching practice
- Provide written and/or oral feedback on teacher's documentation (including but not limited to; overviews, weekly program, unit and lesson plans) affirming they are in line with College expectations

### **Student Wellbeing**

- Engage with students, staff and parents to ensure the wellbeing of students is supported in line with College policies and procedures
- Engage with the College Wellbeing Team in the management of student wellbeing issues
- Liaise with all stakeholders to facilitate positive outcomes for students

### **Student Behaviour Education and Classroom Management**

- Engage with students and staff to ensure that student behaviour is managed in line with the student behaviour education and classroom management policies and procedures of the College
- Collaborate with parents in regard to student behaviour issues and school attendance matters
- Provide assistance, support and encouragement in daily classroom management issues for class teachers

### **Communication**

- Ensure all staff, parent and student official correspondence and publications are sent out appropriately in a timely, informative and professional manner
- Ensure adequate and thorough record keeping of correspondence and interactions with enrolled families
- In collaboration with the College Leadership Team prepare the Staff Handbook, ensuring it contains all pertinent information for staff

### **The College Leadership Team have a collective responsibility for student learning and wellbeing, and will;**

- Facilitate excellent student learning using a variety of methodologies
- Foster an atmosphere that is conducive to learning
- Liaise with all stakeholders in regard to the progress of students

### **Other duties**

- Undertake other duties or projects as directed by the Principal, which are within ability, skill level and competence

## **EDUCATION & TRAINING**

- Qualified teacher holding current registration or eligibility for registration with the Teachers Registration Board of SA
- Current driver's license

## **SKILLS & ABILITIES**

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members
- Ability to establish and maintain effective relationships with students and parents

- Ability to handle potentially sensitive issues and maintain confidentiality
- Ability to relate to and guide students in behavioural and disciplinary issues based on Christian principles consistent with the College's ethos
- Develop and implement policies in regard to student behaviour education and classroom management

## PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A demonstrated lifestyle as detailed in the CCM enterprise agreement, that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- Collegiate and trustworthy, developing positive relationships with staff

## EXPERIENCE AND KNOWLEDGE

- Proven experience as a classroom teacher
- Demonstrated experience in a team leadership role
- Demonstrated teaching experience together with additional leadership responsibilities
- Some knowledge of general management issues in relation to a Christian college
- Knowledge of the Australian Curriculum
- Knowledge of student related issues and accepted management protocols
- Knowledge of the AITSL Professional Standards for Teachers
- Knowledge of WHS requirements

## DESIRABLE CHARACTERISTICS

### Qualifications

- Post graduate qualifications in a related field or theological qualifications will be highly regarded

### Skills and Abilities

- Outstanding organisation and interpersonal skills
- Competent use of Microsoft Suite of applications

### Personal Attributes

- Involvement in a leadership role in your local church

### Experience

- Previous experience in a similar role in a Christian school

## SPECIAL CONDITIONS

- Some out of hours work may be required

## WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:

- ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- knowledge of and compliance with the College's WHS policies and procedures
- compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- participation in relevant training and induction sessions as required by the College
- reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible

## DECLARATION:

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_